



**Corporation for National &
Community Service (CNCS)**

eGrants / My AmeriCorps

User Guide

for

Grantee Administrators

Updated: June 2009

Contents

- 1. Introduction 1**

- 2. Release Definition and Process Changes 2**

- 3. System Overview 3**
 - Using eGrants/My AmeriCorps 3
 - 3.1. eGrants: Grants Management 3
 - 3.2. eGrants: Recruitment and Member Management..... 3
 - 3.3. Hardware and Software Requirements 3
 - 3.4. My AmeriCorps: *Connecting Applicants and Members to Sponsors*..... 4

- 4. Creating an eGrants Account 5**

- 5. Assigning User Roles 11**
 - 5.1. Overview 11
 - 5.2. Assigning User Roles..... 12

- 6. Additional Resources 14**

1. Introduction

Audience

The audience for this user guide is VISTA Grantee administrators.

Purpose

This guide instructs users how to:

- create an eGrants account
- understand various user roles in eGrants and My AmeriCorps
- assign user roles

Contents

Grantee administrators, VISTA sponsors, and site supervisors can access My AmeriCorps, or “the portal,” through eGrants. My AmeriCorps is an online database that manages AmeriCorps volunteers’ data. Users can be assigned one or more roles. Roles determine what users can and cannot do within both eGrants and the portal. This guide covers creating an eGrants account and assigning roles. For more information on the other functions within the portal, please refer to the “My AmeriCorps User Guide for VISTA Sponsors” and other resources listed at the end of this document.

2. Release Definition and Process Changes

Each new release of My AmeriCorps includes updates to enhance the functionality, navigation, and collection of information for users. The User Guide is updated with each release to reflect the changes to the portal. In Release Three (R3) the following process changes have been made:

- Members, supervisors, and state office staff can complete their portion of the Future Plans Form online, rather than using a paper-based process for Close-of-Service (COS)
- Training Requests for outside trainings are automated through the portal, which allow VISTA Supervisors to request funding from their state office
- Sponsors can directly enroll members and/or supervisors in CNCS events

3. System Overview

Using eGrants/My AmeriCorps

eGrants is an online system designed to automate the grants and project management process. It allows applicants to find funding opportunities, apply for grants or projects, and manage grant reporting online. The system also allows the Corporation to review applications, award grants, and manage those grants and projects efficiently and effectively.

3.1. eGrants: Grants Management

eGrants is primarily used to:

- Submit and track grant applications and concept papers
- Review grant applications online
- Award grants and negotiate cooperative agreements
- Manage grants and cooperative agreements, including processing amendments and continuations
- Update Financial Status and Progress Reporting

3.2. eGrants: Recruitment and Member Management

eGrants also collects recruitment and member management information, which is transferred to the My AmeriCorps portal. Automated communication between these two systems allows users to:

- Create and update VISTA project descriptions (Note: In the portal, “project descriptions” are called “service opportunities.”)
- View applications and references for VISTA applicants
- Verify and enter citizenship documentation
- Submit Sponsor Recommendations and select applicants
- Approve Assignment-Related Transportation Forms (V-81)
- View and electronically sign members’ Future Plans Forms
- Enroll members and supervisors in CNCS-sponsored events
- Submit In-Service Training Requests for CNCS funding
- Search for applicants and invite them to apply to the project
- Search for members serving on the project, access their contact information, and update their service site address

3.3. Hardware and Software Requirements

The following hardware, software, and settings are recommended to support eGrants’:

Computer

eGrants works best with later version PC’s or Power Macintosh computers. Earlier or less powerful machines, such as 486 PCs or Mac Classics, will run eGrants with a high-speed internet connection and sufficient memory for specified browsers.

Internet Connection

Machines using DSL, T1, cable modems, or dial-up connections with a modem rate of 28.8 K Baud or higher can access eGrants. "Online service providers", such as AOL or CompuServe, are not recommended for eGrants.

Browser

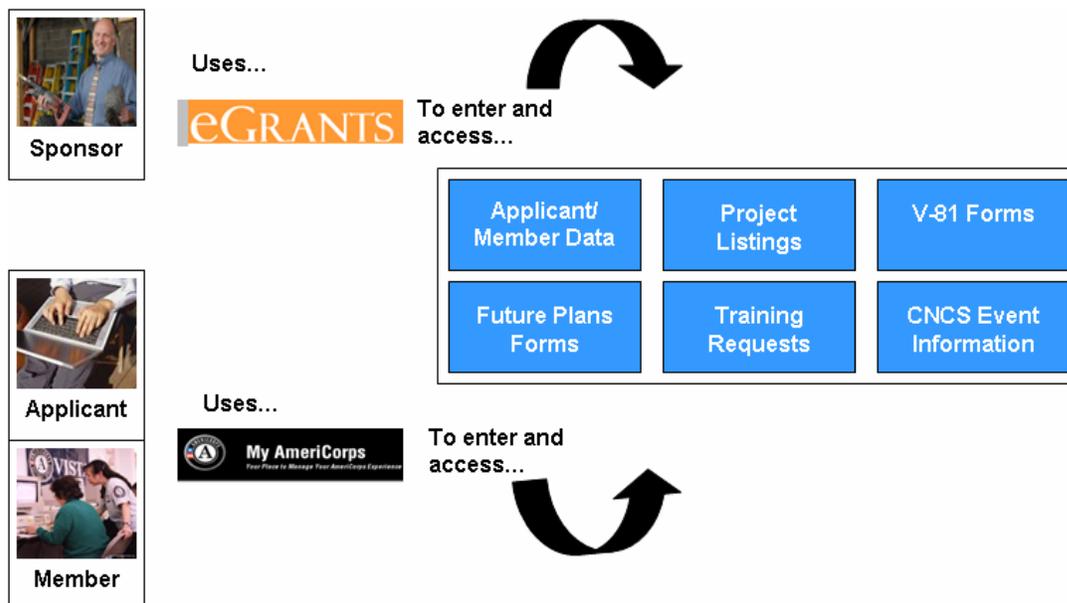
eGrants works best with Microsoft Internet Explorer 4.0, Firefox 1.5, Netscape 3.0, or later versions of these internet browsers.

Browser Settings

Pop-up blockers must be turned off to edit or view certain eGrants pages. It is not necessary to accept cookies or to have a Flash player loaded to view eGrants.

3.4. My AmeriCorps: Connecting Applicants and Members to Sponsors

VISTA sponsors can enter and manage recruitment and member data in eGrants as well. This data is automatically entered into the My AmeriCorps portal, meaning that, when an individual is selected for a project in eGrants, the portal automatically reflects that change and updates the applicant's profile. The diagram below outlines this process.



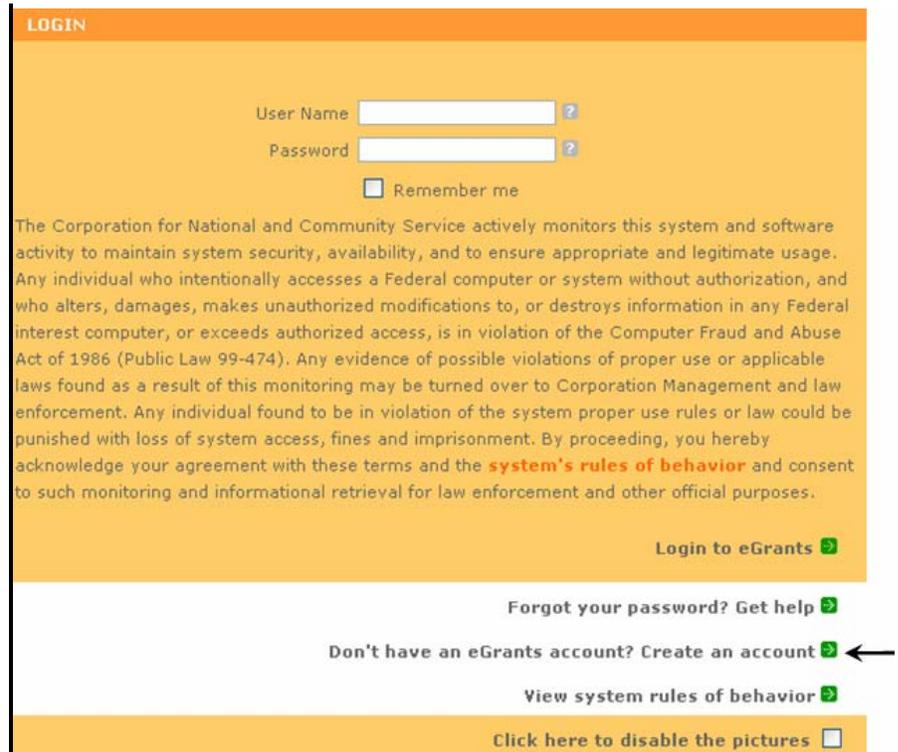
Since the site is built to be interactive, users receive email notifications when certain actions have occurred. For example, when applicants submit their information to a project, or when members submit a V-81 Form or Future Plans Form, the sponsor receives an email. Similarly, once the status of an application is updated, the applicant or member receives an email alert to check their status.

4. Creating an eGrants Account

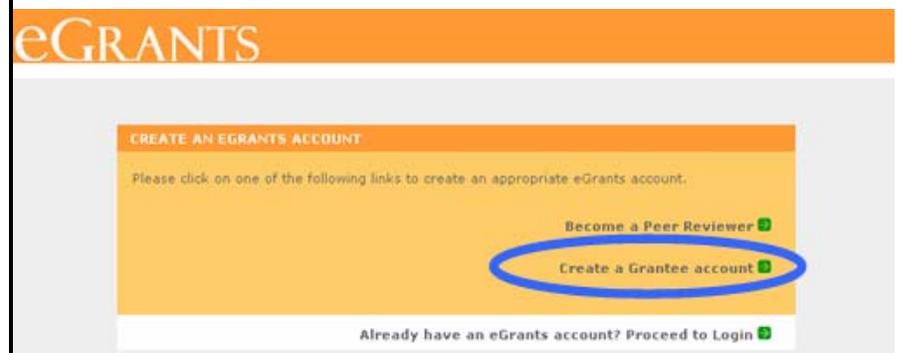
To use the portal, users must have an eGrants account. If a user does not have an eGrants account, they can create one from the eGrants login page (<https://egrants.cns.gov>). The process for creating an eGrants account is outlined below:

Process

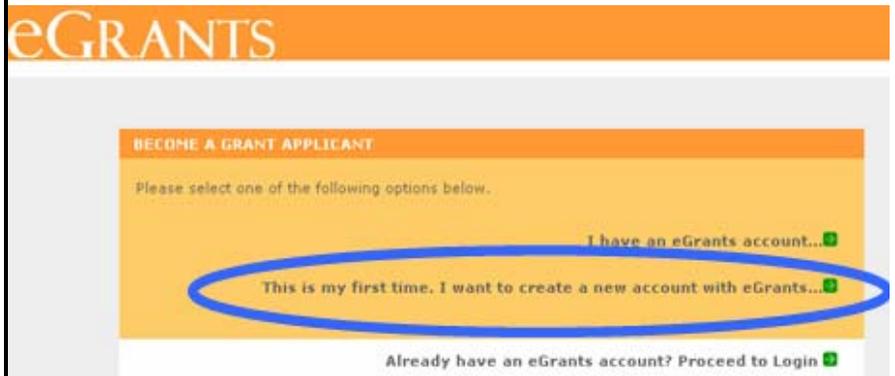
1. Click “Create an account.”



2. Click “Create a Grantee account.”



3. Click on the link that indicates “I want to create a new account with eGrants.”



4. Complete all the required fields. Verify that the contact information is correct. Create a password. The password:
 - a. Must contain at least eight characters
 - b. Must contain at least one number, but cannot begin with a number
 - c. Cannot contain a word found in the dictionary
 - d. Cannot contain special characters (!@#\$%^&*()_?><)
 - e. Cannot contain a username

5. Click “save,” then click “next” to advance to the next screen.

6. Enter an Employer Identification Number (EIN) and click “next” to advance to the next screen.

7. Select a radio button to create a new profile or to select an existing profile.

8. Click "next" to advance to the next screen.

9. Review the information and click "next" to advance to the next screen.

10. Enter phone number(s) and click "save" to save the information, then click "next" to advance to the next screen.

11. Review the information:
- Click “change” to either select a different organization or to create a new one.
 - Click “edit” to change login credentials.
 - Click “edit” to change a daytime phone.
 - Click “submit” if the information is correct.

12. View confirmation.

A grantee administrator will receive an email alert indicating that a new user now must be assigned the appropriate roles in eGrants.

Email Notifications:

New users receive the following email. Grantee administrators receive a similar email notifying them of new accounts (see page 11.) The grantee administrator must log into eGrants to assign new users their appropriate roles.

This is an automated E-mail message. Please do not reply to it.

A new login account has been created for you with the username and password you have specified.

The grantee administrator(s) for your organization have been notified about your account. The administrator must complete the registration adding the "Grantee" role to your account. Once this is done, you will be able to access eGrants.

The grantee administrator(s) for your organization is/are listed below:

Stephen M. Schmerin	Email: test@cns.gov
Diane Sherwood	Email: test@cns.gov
Mike Moran	Email: moran@cns.gov

13. Proceed to login page.

LOGIN

User Name ?

Password ?

Remember me

The Corporation for National and Community Service actively monitors this system and software activity to maintain system security, availability, and to ensure appropriate and legitimate usage. Any individual who intentionally accesses a Federal computer or system without authorization, who alters, damages, makes unauthorized modifications to, or destroys information in any Federal interest computer, or exceeds authorized access, is in violation of the Computer Fraud and Abuse Act of 1986 (Public Law 99-474). Any evidence of possible violations of proper use or applicable laws found as a result of this monitoring may be turned over to Corporation Management and Law Enforcement. Any individual found to be in violation of the system proper use rules or law could be punished with loss of system access, fines and imprisonment. By proceeding, you hereby acknowledge your agreement with these terms and the **system's rules of behavior** and consent to such monitoring and informational retrieval for law enforcement and other official purposes.

Login to eGrants

Forgot your password? Get help

Don't have an eGrants account? Create an account

View system rules of behavior

Click here to disable the pictures

14. If a new user has not been assigned a role by the grantee administrator, the user will be directed to this screen once they log on to eGrants.

The screenshot shows a web interface for reviewing grant application information. On the left is a navigation menu with options: 'Welcome Maria', 'Create New Profile Menu', 'Login Information', 'Enter EIN#', 'Select an Organization', 'Organization Information', 'Grantee Phone Numbers', and 'Review and Submit' (which is selected). The main content area is titled 'Become a Grant Applicant' and contains a 'Please review and submit your information' section. This section includes a message to review information and click 'edit' to make changes. The displayed information includes: Organization: Big Brothers Big Sisters of Greater Birmingham; EIN #: 630647080; DUNS #: 031744654-; Organization Type: Non-Profit; Organizational Characteristics: Community-Based Organization. Below this is a section for user details: Username: mlopez09; Password Question: Favorite color; Answer: Gold; Email: mlopez09@yahoo.com. At the bottom, there is a 'Daytime Phone' field with the number (503) 222-1212. A footer at the very bottom contains the text '508 Approved | Contact Help Desk | enable the pictures'.

5. Assigning User Roles

5.1. Overview

eGrants users are assigned specific roles. Each role allows the user to access specific tools and functions in the system. The roles are:

- Grantee Administrator
- Grantee with access to budget
- Grantee without access to budget
- Grantee Recruiter
- VISTA Grantee Member Management
- State & National Grantee Member Management
- Grantee Travel Profile

New users must first set up an eGrants account. Existing users may need to have their roles updated to access information. Users who recruit new members or complete member management tasks will need **one or both** of the following roles to use corresponding features in the portal. Roles and their corresponding activities are listed below:

Grantee Recruiter:

- Create and update service opportunity descriptions
- Search by applicant, individual, skill set, language, education level, and availability
- Access applicants' contact information, profile, and personal information
- View applications
- Contact applicants to alert them to service opportunities
- Review references submitted with applications
- Select or reject applicants

Grantee Member Management:

- View and approve Use of Vehicles Forms (V-81)
- View and approve Future Plans Forms
- Search for, view, and enroll members/supervisors in CNCS events
- Submit In-Service Training Requests

Grantee Travel Profile:

- Complete a trainee registration profile to attend CNCS events

5.2. Assigning User Roles

Once a user has successfully set up an account, the grantee administrator will receive the following email:

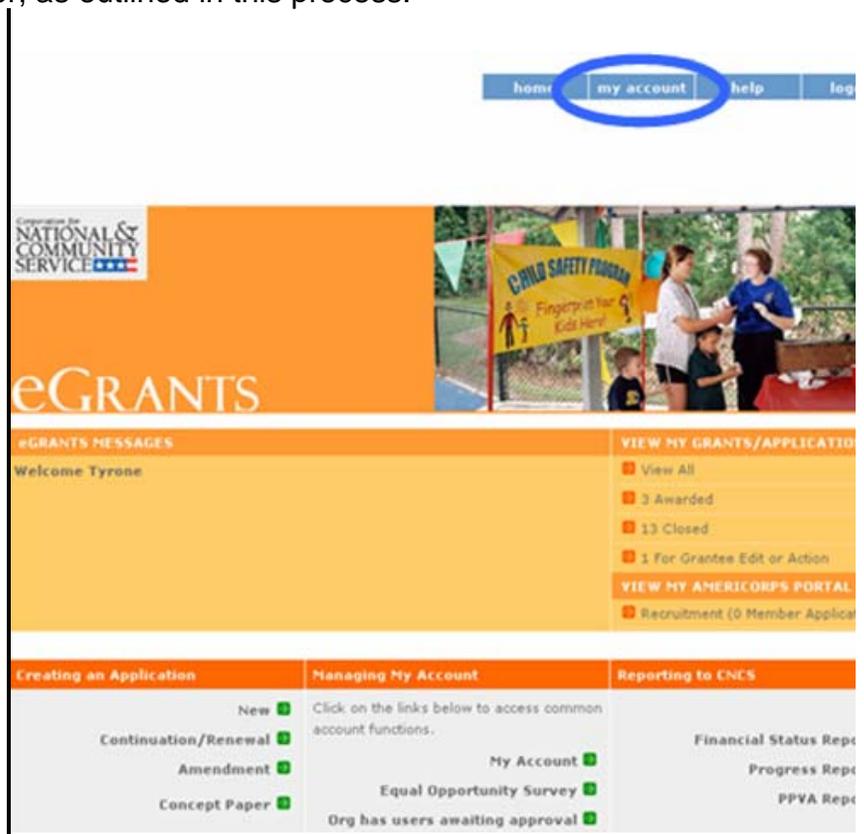
This is an automated E-mail message. Please do not reply to it.
Jerome Bettis registered for a new eGrants user account on December 14, 2007 at 11:20 AM.

For this person to have access to the system, you, as the grantee administrator, must grant the appropriate access. To do that, click on the "My Account" link, then select the "Edit User Role/Permissions" link in the "Edit My Organization Info" section.

This is an automated E-mail message. Please do not reply to it.

For this person to have access to the portal, the grantee administrator must assign the proper role or roles to the user, as outlined in this process:

1. Log into eGrants. From the home page, click "My Account."

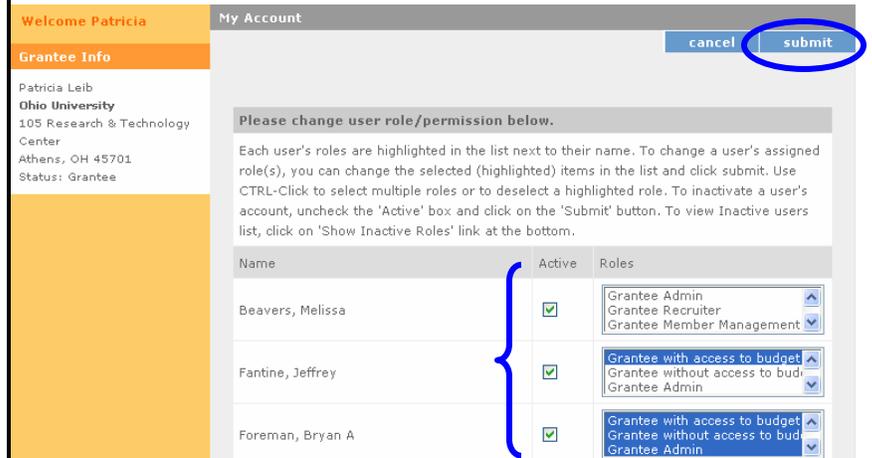


- Click "Edit User/Role Permissions."



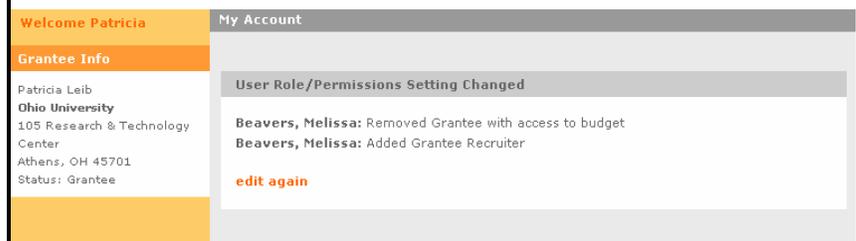
- Select the new roles from the list. To select multiple roles, hold the "ctrl" key.

Once the role or roles are selected, click "submit."



- View setting changes. Click "edit again" to return to the previous screen.

Return to account page to perform additional tasks or to log out.



508 Approved | Contact Help Desk | disable the pictures

[Return to My Account Page](#)

6. Additional Resources

The following resources are also available through the Resource Center:

- VISTA Sponsor User Guide (PDF)
- Grantee Administrator User Guide (PDF)
- Creating In-service Training Requests (PDF)
- Tutorials
 - General Overview of My AmeriCorps
 - Create and Manage an eGrants Account
 - User Roles and Management

For additional assistance, you may contact the eGrants Help Desk at:

Phone: 888-677-7849

Email: egrantshelp@cns.gov

Hours of Operation: 8:00am to 6:00pm Eastern time, Monday through Friday.